

~~ADMINISTRATIVE INTERNAL USE ONLY~~
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~~ETES ONLY~~

NOTES FROM PERSONNEL OFFICERS' MEETING
(10 October 1973)

A new Fitness Report system is to be introduced by the Agency. The new forms have not been received as yet. Date of cut-off on old forms to the new ones to be used has not been set but the implementation on the new forms is as follows:

- a. Mandatory that the Fitness Report be used for job performance only and not potential.
- b. Supervisor must observe EEO matters.
- c. Reviewer comments can now be shown to the employee. There will be a box after the reviewer comments for the employee's signature.
- d. An employee will also check another box to indicate if he wishes to append his comments about the fitness report.
- e. There will be no change in the rating letters.

The Deputy Directors are charged with establishing the evaluation done on the employees within his Directorate. There will be no standardized system within the four Directorates. These evaluations would not be reviewed by the employee unless your particular Deputy set up a unique system for this.

This is not an Agency regulation but the LAW that employees will be able to see their official files. In the Agency, employees will be allowed to see their official files only within the confines of the Office of Personnel and in the presence of an OP officer.

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